



all about people

A grayscale photograph of a person from behind, looking at a display or poster in a room with other people in the background.

Level 5 Award Human Resources Management & Training

STUDY PROGRAMMES 2016

A grayscale photograph showing the lower legs and feet of a group of people walking in a crowd, overlaid with a purple tint.

Accredited by the National Commission for Further and Higher Education at Level 5

Level 5 Award

Human Resources Management & Training

Every organisation is today faced with the need to create competitive advantage through leveraging employees' capabilities. This programme will introduce participants to the function of HR and its impact on the business strategy and overall achievement of objectives. It is also targeted to non-human resources practitioners such as supervisors/managers who seek to expand competencies in the field of people management. Human Resources Management is strategically embedded within each supervisors' and managers' role and this programme has been designed to address the needs of these professionals.

The Level 5 Human Resources Management & Training Award aims at providing participants with the opportunity to deepen their knowledge and understanding of the core functions and areas within the HR profession namely organisation design & HR strategies, talent management, training and employee relations. It will enable participants to develop the necessary skills for added efficiency within their role at work and add value to the HR function within their organization

This programme comes with an edge. It supports the participant to further surface one's people skills, becoming a full-service generalist who can provide leading-edge solutions in all facets of the HR functionality, from recruitment processes to performance management, training and introducing best practices in line with organisational exigencies

Participants will be covering areas related to:

- Organisational theory
- Nature of the work and Management
- Principles and processes of selection
- Tools and techniques for selection
- Interviewing and evaluation techniques
- Performance Management systems
- Key performance indicators
- Basic legislation pertaining to employment and industrial relations
- Customary practices in employment and industrial relations
- EU Directives and Regulations related to employment and industrial relations
- Link between the law and practice in relation to employment

MAIN FEATURES OF THE HRM & TRAINING PROGRAMME

- Understanding the key functions of HRM & Training and becoming familiar with organisational models and training theories
- Developing an understanding of HR activities and how these support an organisation's overall strategy to achieve goals and objectives
- Business goals and objectives
- HR strategies and the business environment
- The role of HR in organisation success
- Developing and implementing policies and strategies in line with an organisation's business strategy
- The factors affecting an organisation's talent planning, recruitment and selection policy
- Effective talent management strategies
- Recruitment and selection methods
- Recognise the importance of continuous professional development
- Talent planning, recruitment and selection policy
- Organisational success and performance management Effective performance management strategies at the workplace
- Impact of employment law on employees
- Main individual employee rights Issues to address at the termination of employment
- The fundamental elements of employment law and the key issues encountered by HR practitioners

WHO IS IT FOR?

This programme is for individuals who are looking to develop their knowledge and skills in the field of HRM and Training. Those new to the field of HRM and Training or who have just started working in the field. The programme is also targeted at supervisors/managers who seek to expand their knowledge in the field of people management



Topics Covered

UNIT 1: Organisation Design and the Role of HR

- The role of HR and Training in an organisation and environmental context
- Aligning the HR function to the overall business strategy
- Importance of HR in achieving organisational goals
- Why organisations need structure
- Organisation design
- Organisation structures and models
- Importance of a strategic focus on organisational capability
- Organisational core competencies, skills and knowledge
- Tools for assessing gaps in skills, awareness and knowledge

UNIT 2: Resourcing and Retaining Talent

- The importance of a strategic focus on talent management
- Talent planning - developing resourcing, recruitment and selection strategies
- Factors affecting an organisation's talent planning, recruitment and selection strategy
- Appropriate recruitment and selection methods
- Job descriptions, person specifications and writing competencies
- Interviewing skills - preparing questions and questioning techniques; structuring the interview
- Dealing with subjectivity, diversity and good practice in line with employment law
- Interviewing and selection skills
- The induction process and talent retention

UNIT 3: Engaging Employees for Increased Performance

- The importance of engagement
- The link between organisational culture and values on Employee Engagement
- Types of employee engagement
- Measuring and evaluating employee engagement in an organisation in terms of behaviours and evidential signs
- Employee engagement tools
- How to build employee engagement – the importance of leadership, line management and communication in employee engagement
- Defining expectations
- Annual performance reviews
- Realising career ambitions
- The performance gap
- Capabilities and disciplinary procedures

UNIT 4: Managing Employee Relations

- Creating flexible and secure work environments in order to facilitate increased work life balance
- Supporting family friendly and flexible work-arrangements measures to enhance employee engagement and retention
- Employee assistance programmes
- Provide an overview of Maltese legislation on employment and industrial relations
- Outline the rights and obligations of both employers and employees
- Provide an overview of the key elements of industrial relations
- Provide an overview of the composition of collective agreements
- Examples from the local scenario for better understanding

STRUCTURE OF THE PROGRAMME

16 sessions of 2 hours each

First session will be held on **11 May 2016**



National Commission for
**Further and
Higher Education**
Malta

FUNDING

- **Get Qualified Scheme**

Get Qualified a scheme managed and administered by Malta Enterprise allows students undertaking courses in specific industries or areas of study to recover up to 70 per cent of their expenses on recognised training. Upon successful completion of the course, students get part of the costs back as a tax credit.



For further information on this scheme kindly contact Business First on 144 or browse the following link for more information: <http://www.maltaenterprise.com/en/support/get-qualified>.

PROGRAMME

The full programme is inclusive of all tuition, material distributed and the assessment as indicated in this prospectus. The programme will be delivered at FHRD Training Centre at The Point, Tigné, Sliema.

Programme cost: €675



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CONTACT DETAILS

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